

# PRODUCTION COORDINATOR



## Position Description

The Voice of the Martyrs Canada (VOMC), located in Oakville, ON, is seeking a qualified candidate to fill a part-time contract position for the mission's *Production Coordinator*.

### ABOUT US

VOMC's existence is founded upon the message Pastor Wurmbrand carried to the West from persecuted church leaders: "Don't abandon us, don't forget us, and don't write us off. Instead, give us the tools we need, for we are willing to pay the price for using them. (Wurmbrand, Richard. *Tortured for Christ: 50th Anniversary Edition*. David C. Cook, 2017. p. 162.)

VOMC not only prays for the persecuted, but we also seek to provide tools to help Christians living in closed regions of the world (areas that are hostile and restrictive to the Gospel) so they can deliver the gift of Christ to their neighbours. Every project undertaken by VOMC seeks to fulfill the Great Commission in the spirit of the Great Commandment.

This vision drives our domestic outreach as we encourage Canadian Christians to live lives of sacrifice and obedience.

For more than five decades, VOMC has been actively remembering and serving the church persecuted.

### Our purposes remain:

- To encourage and empower persecuted Christians to fulfill the Great Commission (Matthew 28:19-20).
- To provide practical relief and spiritual support to the families of Christian martyrs (Matthew 25:36).
- To equip persecuted Christians to love and win to Christ those who are opposed to the Gospel (Romans 12:14).
- To help believers rebuild their lives and Christian witness in countries where they have formerly suffered oppression (Nehemiah 1:3; 2:5).
- To promote the fellowship of all believers by informing the world of the faith and courage of persecuted Christians, thereby inspiring believers to a deeper level of commitment to Christ and involvement in His Great Commission (Hebrews 13:3; Galatians 6:2).

## POSITION OVERVIEW

Reporting to the VP of Domestic Ministry, the *Production Coordinator* maintains project cycle processes related to the planning, implementation and reporting of the domestic ministry's annual and multi-year projects and strategic initiatives as it relates specifically to engagement and communication with supporters and churches. The *Production Coordinator* ensures all projects are planned, implemented, and completed on schedule, to deliver impactful programs aligned with our purposes, values, and ministry strategy.

As a key member of the Domestic Ministry team, the *Production Coordinator* is responsible for the following areas:

- Coordination of Domestic Ministry programs and team activities based on project-related tasks ensuring that the generic annual project and multi-year production templates are updated prior to the start of the project planning cycle each year.
- Develop tailored production plans prior to the start of each initiative through either modifying existing templates, if available, or creating new plans as needed.
- Actively monitor and manage deadlines of assigned projects and anticipate and escalate issues as needed.
- Identify strategies for addressing potential challenges and recommending areas for continually improving processes.
- Respond to and coordinate adjustments to project timelines ensuring that impact on deadlines are understood.
- Create reports and effectively communicate key information to the Domestic Ministry program team related to project assignments, upcoming and missed deadlines.
- Organize and maintain partner and project documentation systems.
- Coordinate Domestic Ministry programs annual calendar of activities.
- Perform other job-related responsibilities as assigned.

## ESSENTIAL REQUIREMENTS

- College or University degree in project management, administration, or related discipline.
- 3+ years of experience in project coordination or related field.
- Non-profit experience an asset.
- Meticulous organizational and time management skills.
- Strong attention to detail.
- Concise verbal and written communication skills.
- Ability to work individually and as part of a team.
- Ability to work under pressure on multiple projects within tight deadlines.
- Computer literacy and proficiency in all office productivity software including Microsoft office suite. Smartsheet knowledge would be beneficial.

### **Additionally:**

- Commitment to uphold the mission and values of VOMC.
- VOMC requires that each staff member be willing to sign the organization's *Statement of Faith*, plus the *Calling, Belief & Lifestyle Statement*.
- Compensation will be commensurate with experience.

Only permanent residents of Canada will be considered for this position. Interested persons can submit their cover letter and resume to [jobs@vomcanada.org](mailto:jobs@vomcanada.org).

## WORKING CONDITIONS & OTHER REQUIREMENTS

- Hybrid office environment.
- Must have a reliable source of transportation.
- Commitment and sensitivity to the various expressions across cultures and denominations.